



ADDENDUM #1

RFP-2021-DCYF-01-MASTE Master Licensed Alcohol and Drug Counseling (MLADC) Program

On March 6, 2020, the New Hampshire Department of Health and Human Services published a Request for Proposals, soliciting proposals from vendors for to establish a comprehensive Master Licensed Alcohol and Drug Counseling (MLADC) program that provides support services to cases with Division for Children, Youth and Families (DCYF) involvement when alcohol or substance misuse is identified.

The Department is publishing this addendum to:

1. Delete and replace Section 6, Proposal Process, Subsection 6.7, Proposal Submission with the following:

- 6.7.1 Proposals must be submitted electronically to the Contract Specialist at the email address specified in Subsection 6.1 as well to contracts@dhhs.nh.gov and Dorinda.Downing@dhhs.nh.gov
 - 6.7.1.1 The subject line must include the following information: RFP-2021-DCYF-01-MASTE (email xx of xx)
 - 6.7.1.2 The maximum size of file attachments per email is 10 MB. Proposals with file attachments exceeding 10 MB must be submitted via multiple emails.
- 6.7.2 The Department must receive the proposal by the time and date specified in the Procurement Timetable and in the manner specified or it may be rejected as non-compliant.
- 6.7.3 The Department may waive or offer a limited opportunity for a Proposer to cure immaterial deviations from the RFP requirements if it is determined to be in the best interest of the Department.
- 6.7.4 Late submissions that are not accepted will remain unopened. Delivery of the Proposals shall be at the Proposer's expense.

2. Delete and replace Subsection 7.1, Presentation and Identification with the following:

7.1 Presentation and Identification

7.1.1.Overview

- 7.1.1.1. Proposers are expected to examine all documentation and other requirements. Failure to observe the terms and conditions in completion of the Proposal are at the



Vendor's risk and may, at the discretion of the Department, result in disqualification.

- 7.1.1.2. Proposals must conform to all instructions, conditions, and requirements included in the RFP.
- 7.1.1.3. Acceptable Proposals must offer all services identified in Section 3 - Statement of Work, unless an allowance for partial scope is specifically described in Section 3.
- 7.1.1.4. Proposals must be received by the Proposal Submission Deadline specified in Subsection 6.2, Procurement Timetable, and submitted electronically as specified in Subsection 6.7.
- 7.1.1.5. Proposers shall submit a separate electronic document for the Technical Proposal and a separate electronic document for the Cost Proposal.

3. Delete and replace Section 7.2, Outline and Detail, Subsection 7.2.1, Proposal Contents - Outline with the following:

7.2.1 Proposal Contents – Outline

Each Proposal shall contain the following, in the order described in this section.